



3015 (02-09-04)

ANNUAL REPORT

OF

Name: SISTER BAY WATER & SEWER ULILITY

Principal Office: P.O. BOX 655
SISTER BAY, WI 54234-0091

For the Year Ended: DECEMBER 31, 2001

WATER, ELECTRIC, OR JOINT UTILITY
TO
PUBLIC SERVICE COMMISSION OF WISCONSIN

P.O. Box 7854
Madison, WI 53707-7854
(608) 266-3766

This form is required under Wis. Stat. § 196.07. Failure to file the form by the statutory filing date can result in the imposition of a penalty under Wis. Stat. § 196.66. The penalty which can be imposed by this section of the statutes is a forfeiture of not less than \$25 nor more than \$5,000 for each violation. Each day subsequent to the filing date constitutes a separate and distinct violation. The filed form is available to the public and personally identifiable information may be used for purposes other than those related to public utility regulation.

SIGNATURE PAGE

I MS PAM LANG of
(Person responsible for accounts)

Sister Bay Water & Sewer Utility, certify that I
(Utility Name)

am the person responsible for accounts; that I have examined the following report and, to the best of my knowledge, information and belief, it is a correct statement of the business and affairs of said utility for the period covered by the report in respect to each and every matter set forth therein.

(Signature of person responsible for accounts)

03/11/2002
(Date)

UTILITIES CLERK

(Title)

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IDENTIFICATION AND OWNERSHIP

Exact Utility Name: SISTER BAY WATER & SEWER UTILITY**Utility Address:** P.O. BOX 655

SISTER BAY, WI 54234-0091

When was utility organized? 7/11/1972**Report any change in name:****Effective Date:****Utility Web Site:**

Utility employee in charge of correspondence concerning this report:

Name: MS PAM LANG**Title:** UTILITIES CLERK**Office Address:**

P.O. BOX 655

SISTER BAY, WI 54234

Telephone: (920) 854 - 4388**Fax Number:** (920) 854 - 9637**E-mail Address:**

Individual or firm, if other than utility employee, preparing this report:

Name: MIKE KONECNY, CPA**Title:** SHAREHOLDER**Office Address:** SCHENCK SC

2200 RIVERSIDE DR

P.O. BOX 23819

GREEN BAY, WI 54305-3819

Telephone: (920) 455 - 4112**Fax Number:** (920) 436 - 7808**E-mail Address:** konecnym@schencksolutions.com

President, chairman, or head of utility commission/board or committee:

Name: MR RON KANE**Title:** VILLAGE ADMINISTRATOR**Office Address:**

P.O. BOX 655

SISTER BAY, WI 54234

Telephone: (920) 854 - 4388**Fax Number:****E-mail Address:**

Are records of utility audited by individuals or firms, other than utility employee? YES

IDENTIFICATION AND OWNERSHIP

Individual or firm, if other than utility employee, auditing utility records:

Name: MIKE KONECNY, CPA**Title:** SHAREHOLDER**Office Address:** SCHENCK SC
2200 RIVERSIDE DR
P.O. BOX 23819
GREEN BAY, WI 54305-3819**Telephone:** (920) 455 - 4112**Fax Number:** (920) 436 - 7808**E-mail Address:** konecnym@schencksolutions.com**Date of most recent audit report:** 2/21/2002**Period covered by most recent audit:** YEAR ENDING DECEMBER 31, 2001

Names and titles of utility management including manager or superintendent:

Name: MR. STEVEN JACOBSON**Title:** SUPERINTENDENT**Office Address:**
102 AUTUMN CT
P.O. BOX 91
SISTER BAY, WI 54234**Telephone:****Fax Number:****E-mail Address:**

Name of utility commission/committee: Village of Sister Bay Board

Names of members of utility commission/committee:
MR RON KANE, VILLAGE ADMINISTRATOR

Is sewer service rendered by the utility? YES**If "yes," has the municipality, by ordinance, combined the water and sewer service into a single public utility, as provided by Wis. Stat. § 66.0819 of the Wisconsin Statutes?** NO**Date of Ordinance:****Are any of the utility administrative or operational functions under contract or agreement with an outside provider for the year covered by this annual report and/or current year (i.e., operation of water or sewer treatment plant)?** NO

Provide the following information regarding the provider(s) of contract services:

IDENTIFICATION AND OWNERSHIP

Firm Name:

Contact Person:

Title:

Telephone: () - EXT

Fax Number: () -

E-mail Address:

Contract/Agreement beginning-ending dates:

Provide a brief description of the nature of Contract Operations being provided:

INCOME STATEMENT

Particulars (a)	This Year (b)	Last Year (c)	
UTILITY OPERATING INCOME			
Operating Revenues (400)	200,532	191,028	1
Operating Expenses:			
Operation and Maintenance Expense (401)	118,195	112,749	2
Depreciation Expense (403)	59,606	51,206	3
Amortization Expense (404)	0	0	4
Taxes (408)	26,470	26,692	5
Total Operating Expenses	204,271	190,647	
Net Operating Income	(3,739)	381	
Income from Utility Plant Leased to Others (412-413)	0	0	6
Utility Operating Income	(3,739)	381	
OTHER INCOME			
Income from Merchandising, Jobbing and Contract Work (415-416)	0	0	7
Nonoperating Rental Income (418)	0	0	8
Interest and Dividend Income (419)	63,380	77,045	9
Miscellaneous Nonoperating Income (421)	(171,849)	(188,454)	10
Total Other Income	(108,469)	(111,409)	
Total Income	(112,208)	(111,028)	
MISCELLANEOUS INCOME DEDUCTIONS			
Miscellaneous Amortization (425)	0	0	11
Other Income Deductions (426)	0	0	12
Total Miscellaneous Income Deductions	0	0	
Income Before Interest Charges	(112,208)	(111,028)	
INTEREST CHARGES			
Interest on Long-Term Debt (427)	102,535	90,742	13
Amortization of Debt Discount and Expense (428)	26,535	26,535	14
Amortization of Premium on Debt--Cr. (429)			15
Interest on Debt to Municipality (430)	11,139	10,380	16
Other Interest Expense (431)	0	0	17
Interest Charged to Construction--Cr. (432)			18
Total Interest Charges	140,209	127,657	
Net Income	(252,417)	(238,685)	
EARNED SURPLUS			
Unappropriated Earned Surplus (Beginning of Year) (216)	(313,100)	(184,046)	19
Balance Transferred from Income (433)	(252,417)	(238,685)	20
Miscellaneous Credits to Surplus (434)	120,037	119,900	21
Miscellaneous Debits to Surplus--Debit (435)	0	0	22
Appropriations of Surplus--Debit (436)	153,802	10,269	23
Appropriations of Income to Municipal Funds--Debit (439)	0	0	24
Total Unappropriated Earned Surplus End of Year (216)	(599,282)	(313,100)	

INCOME STATEMENT ACCOUNT DETAILS

1. Report each item (when individually or when like items are combined) greater than \$10,000 (class AB), \$5,000 (class C) and \$2,000 (class D) and all other lesser amounts grouped as Miscellaneous. Describe fully using other than account titles.
2. Nonregulated sewer income should be reported as Miscellaneous Nonoperating Income, Account 421.

Description of Item (a)	Amount (b)	
Revenues from Utility Plant Leased to Others (412):		
NONE		1
Total (Acct. 412):	0	
Expenses of Utility Plant Leased to Others (413):		
NONE		2
Total (Acct. 413):	0	
Nonoperating Rental Income (418):		
NONE		3
Total (Acct. 418):	0	
Interest and Dividend Income (419):		
INTEREST ON CASH AND INVESTMENTS	49,942	4
INTEREST ON SPECIAL ASSESSMENTS	13,438	5
Total (Acct. 419):	63,380	
Miscellaneous Nonoperating Income (421):		
NONREGULATED SEWER UTILITY	(255,289)	6
INTEREST SUBSIDIES FROM OTHER MUNICIPALITIES	83,440	7
Total (Acct. 421):	(171,849)	
Miscellaneous Amortization (425):		
NONE		8
Total (Acct. 425):	0	
Other Income Deductions (426):		
NONE		9
Total (Acct. 426):	0	
Miscellaneous Credits to Surplus (434):		
TAX EQUIVALENT WAIVED	23,137	10
AMORTIZATION OF CONSTRUCTION GRANT	96,900	11
Total (Acct. 434):	120,037	
Miscellaneous Debits to Surplus (435):		
NONE		12
Total (Acct. 435)--Debit:	0	
Appropriations of Surplus (436):		
Detail appropriations to (from) account 215	153,802	13
Total (Acct. 436)--Debit:	153,802	
Appropriations of Income to Municipal Funds (439):		
NONE		14
Total (Acct. 439)--Debit:	0	

INCOME FROM MERCHANDISING, JOBBING & CONTRACT WORK (ACCTS. 415-416)

Particulars (a)	Water (b)	Electric (c)	Sewer (d)	Gas (e)	Total (f)	
Revenues (account 415)					0	1
Costs and Expenses of Merchandising, Jobbing and Contract Work (416):						
Cost of merchandise sold					0	2
Payroll					0	3
Materials					0	4
Taxes					0	5
Other (list by major classes):					0	6
Total costs and expenses	0	0	0	0	0	
Net income (or loss)	0	0	0	0	0	

REVENUES SUBJECT TO WISCONSIN REMAINDER ASSESSMENT

1. Report data necessary to calculate revenue subject to Wisconsin remainder assessment pursuant to Wis. Stat. § 196.85(2) and Wis. Admin. Code Ch. PSC 5.
2. If the sewer department is not regulated by the PSC, do not report sewer department data in column (d).

Description (a)	Water Utility (b)	Electric Utility (c)	Sewer Utility (Regulated Only) (d)	Gas Utility (e)	Total (f)	
Total operating revenues	200,532	0	0	0	200,532	1
Less: interdepartmental sales	0		0	0	0	2
Less: interdepartmental rents					0	3
Less: return on net investment in meters charged to regulated sewer department. (Do not report if nonregulated sewer.)	0				0	4
Less: uncollectibles directly expensed as reported in water acct. 904 (690 class D), sewer acct. 843, and electric acct. 904 (590 class D) -or- Net write-offs when Accumulated Provision for Uncollectible Accounts (acct. 144) is maintained					0	5
Other Increases or (Decreases) to Operating Revenues - Specify:						
.					0	6
Revenues subject to Wisconsin Remainder Assessment	200,532	0	0	0	200,532	

BALANCE SHEET

Assets and Other Debits (a)	Balance End of Year (b)	Balance First of Year (c)	
UTILITY PLANT			
Utility Plant (100)	3,615,209	3,028,974	1
Less: Accumulated Provision for Depreciation and Amortization of Utility Plant (110)	618,057	556,192	2
Net Utility Plant	2,997,152	2,472,782	
OTHER PROPERTY AND INVESTMENTS			
Nonutility Property (121)	8,992,860	9,110,111	3
Less: Accumulated Provision for Depreciation and Amortization of Nonutility Property (122)	3,222,984	2,953,112	4
Net Nonutility Property	5,769,876	6,156,999	
Investment in Municipality (123)	0	0	5
Other Investments (124)	245,887	367,137	6
Special Funds (125)	788,637	1,040,423	7
Total Other Property and Investments	6,804,400	7,564,559	
CURRENT AND ACCRUED ASSETS			
Cash and Working Funds (131)	34,393	9,117	8
Temporary Cash Investments (132)	575,481	483,303	9
Notes Receivable (141)	0	0	10
Customer Accounts Receivable (142)	33,891	42,294	11
Other Accounts Receivable (143)	64,889	57,279	12
Accumulated Provision for Uncollectible Accounts- -Cr. (144)	0	0	13
Receivables from Municipality (145)	59,148	98,791	14
Materials and Supplies (150)	12,441	10,536	15
Prepayments (165)	0	0	16
Other Current and Accrued Assets (170)			17
Total Current and Accrued Assets	780,243	701,320	
DEFERRED DEBITS			
Unamortized Debt Discount and Expense (181)	185,748	212,284	18
Extraordinary Property Losses (182)	0	0	19
Other Deferred Debits (183)	0	0	20
Total Deferred Debits	185,748	212,284	
Total Assets and Other Debits	10,767,543	10,950,945	

BALANCE SHEET

Liabilities and Other Credits (a)	Balance End of Year (b)	Balance First of Year (c)	
PROPRIETARY CAPITAL			
Capital Paid in by Municipality (200)	1,065,017	966,629	21
Appropriated Earned Surplus (215)	416,806	263,004	22
Unappropriated Earned Surplus (216)	(599,282)	(313,100)	23
Total Proprietary Capital	882,541	916,533	
LONG-TERM DEBT			
Bonds (221)	1,565,000	1,725,000	24
Advances from Municipality (223)	180,000	589,000	25
Other long-Term Debt (224)	349,000	0	26
Total Long-Term Debt	2,094,000	2,314,000	
CURRENT AND ACCRUED LIABILITIES			
Notes Payable (231)	0	0	27
Accounts Payable (232)	47,046	23,038	28
Payables to Municipality (233)	0	0	29
Customer Deposits (235)			30
Taxes Accrued (236)	0	0	31
Interest Accrued (237)	15,167	15,764	32
Other Current and Accrued Liabilities (238)			33
Total Current and Accrued Liabilities	62,213	38,802	
DEFERRED CREDITS			
Unamortized Premium on Debt (251)	0	0	34
Customer Advances for Construction (252)			35
Other Deferred Credits (253)	38,574	38,101	36
Total Deferred Credits	38,574	38,101	
OPERATING RESERVES			
Miscellaneous Operating Reserves (265)			37
Total Operating Reserves	0	0	
CONTRIBUTIONS IN AID OF CONSTRUCTION			
Contributions in Aid of Construction (271)	7,690,215	7,643,509	38
Total Liabilities and Other Credits	10,767,543	10,950,945	

NET UTILITY PLANT

Report utility plant accounts and related accumulated provisions for depreciation and amortization after allocation of common plant accounts and related provisions for depreciation and amortization to utility departments as of December 31.

Particulars (a)	Water (b)	Sewer (c)	Gas (d)	Electric (e)	
Plant Accounts:					
Utility Plant in Service (100)	3,615,209	0	0	0	1
Utility Plant Purchased or Sold (391)					2
Utility Plant in Process of Reclassification (392)					3
Utility Plant Leased to Others (393)					4
Property Held for Future Use (394)					5
Construction Work in Progress (395)					6
Utility Plant Acquisition Adjustments (396)					7
Other Utility Plant Adjustments (397)					8
Total Utility Plant	3,615,209	0	0	0	
Accumulated Provision for Depreciation and Amortization:					
Accumulated Provision for Depreciation of Utility Plant in Service (110)	618,057	0	0	0	9
Total Accumulated Provision	618,057	0	0	0	
Net Utility Plant	2,997,152	0	0	0	

ACCUMULATED PROVISION FOR DEPRECIATION AND AMORTIZATION OF UTILITY PLANT (ACCT. 110)

Depreciation Accruals (Credits) during the year:

1. Report the amounts charged in the operating sections to Depreciation Expense (403).
2. If sewer operations are nonregulated, do not report sewer depreciation on this schedule.
3. Report the Depreciation Expense on Meters charged to sewer operations as an addition in the Water column.
If the sewer is also a regulated utility by the PSC, report an equal amount as a reduction in the Sewer column.
4. Report all other accruals charged to other accounts, such as to clearing accounts.

Particulars (a)	Water (b)	(c)	(d)	(e)	Total (f)	
Balance first of year	556,192				556,192	1
Credits During Year						2
Accruals:						3
Charged depreciation expense (403)	59,606				59,606	4
Depreciation expense on meters						5
charged to sewer (see Note 3)	2,259				2,259	6
Accruals charged other						7
accounts (specify):						8
					0	9
Salvage	947				947	10
Other credits (specify):						11
					0	12
Total credits	62,812	0	0	0	62,812	13
Debits during year						14
Book cost of plant retired	947				947	15
Cost of removal					0	16
Other debits (specify):						17
					0	18
Total debits	947	0	0	0	947	19
Balance End of Year	618,057	0	0	0	618,057	20
Composite Depreciation Rate?	No					21
If yes, what is the rate?						22

NET NONUTILITY PROPERTY (ACCTS. 121 & 122)

1. Report separately each item of property with a book cost of \$5,000 or more included in account 121.
2. Other items may be grouped by classes of property.
3. Describe in detail any investment in sewer department carried in this account.

Description (a)	Balance First of Year (b)	Additions During Year (c)	Deductions During Year (d)	Balance End of Year (e)	
Nonregulated sewer plant	8,945,406	47,454		8,992,860	1
Other (specify):					
Construction work in progress	164,705		164,705	0	2
Total Nonutility Property (121)	9,110,111	47,454	164,705	8,992,860	
Less accum. prov. depr. & amort. (122)	2,953,112	269,872		3,222,984	3
Net Nonutility Property	6,156,999	(222,418)	164,705	5,769,876	

ACCUMULATED PROVISION FOR UNCOLLECTIBLE ACCOUNTS-CR. (ACCT. 144)

Particulars (a)	Amount (b)	
Balance first of year	0	1
Additions:		
Provision for uncollectibles during year		2
Collection of accounts previously written off: Utility Customers		3
Collection of accounts previously written off: Others		4
Total Additions	<u>0</u>	
Deductions:		
Accounts written off during the year: Utility Customers		5
Accounts written off during the year: Others		6
Total accounts written off	<u>0</u>	
Balance end of year	<u><u>0</u></u>	

MATERIALS AND SUPPLIES

Account (a)	Generation (b)	Transmission (c)	Distribution (d)	Other (e)	Total End of Year (f)	Amount Prior Year (g)	
Electric Utility							
Fuel for generation					0	0	1
Other					0	0	2
Total Electric Utility					0	0	

Account	Total End of Year	Amount Prior Year	
Electric utility total	0	0	1
Water utility	12,441	10,536	2
Sewer utility		0	3
Gas utility		0	4
Merchandise		0	5
Other materials & supplies		0	6
Total Materials and Supplies	12,441	10,536	

UNAMORTIZED DEBT DISCOUNT & EXPENSE & PREMIUM ON DEBT (ACCTS. 181 AND 251)

Report net discount and expense or premium separately for each security issue.

Debt Issue to Which Related (a)	Written Off During Year		Balance End of Year (d)	
	Amount (b)	Account Charged or Credited (c)		
Unamortized debt discount & expense (181)				
Bond Discount	26,535	428	185,748	1
Total			185,748	
Unamortized premium on debt (251)				
NONE				2
Total			0	

CAPITAL PAID IN BY MUNICIPALITY (ACCT. 200)

Report each item (when individually or when like items are combined) greater than \$10,000 (class AB), \$5,000 (class C) and \$2,000 (class D, sewer and privates) and all other lesser amounts grouped as Miscellaneous. Describe fully using other than account titles.

Particulars (a)	Amount (b)	
Balance first of year	966,629	1
Changes during year (explain):		
VILLAGE OF SISTER BAY'S CONTRIBUTION TOWARD DEBT PAYMENTS	98,388	2
Balance end of year	1,065,017	

BONDS (ACCT. 221)

1. Report hereunder information required for each separate issue of bonds.
2. If there is more than one interest rate for an aggregate obligation issue, average the interest rates and report one rate.
3. Proceeds advanced by the municipality from sale of general obligation bonds, if repayable by utility, should be included in account 223.

Description of Issue (a)	Date of Issue (b)	Final Maturity Date (c)	Interest Rate (d)	Principal Amount End of Year (e)	
Refunding bonds	02/01/1994	11/01/2009	4.90%	1,565,000	1
Total Bonds (Account 221):				1,565,000	

NOTES PAYABLE & MISCELLANEOUS LONG-TERM DEBT

1. Report each class of debt included in Accounts 223, 224 and 231.
2. Proceeds of general obligation issues, if subject to repayment by the utility, should be included in Account 223.
3. If there is more than one interest rate for an aggregate obligation issue, average the interest rates and report one rate.

Account and Description of Obligation (a and b)	Date of Issue (c)	Final Maturity Date (d)	Interest Rate (e)	Principal Amount End of Year (f)	
Advances (223)					
Baylake Bank - Note Payable	10/27/1997	10/27/2002	4.90%	180,000	1
Total for Account 223				180,000	
Other Long-Term Debt (224)					
BAYLAKE BANK - NOTE PAYABLE	12/15/2000	12/15/2003	5.42%	349,000	2
Total for Account 224				349,000	

TAXES ACCRUED (ACCT. 236)

Particulars (a)	Amount (b)	
Balance first of year	0	1
Accruals:		
Charged water department expense	26,333	2
Charged electric department expense		3
Charged sewer department expense		4
Other (explain):		
NONE		5
Total Accruals and other credits	26,333	
Taxes paid during year:		
County, state and local taxes	23,000	6
Social Security taxes	3,107	7
PSC Remainder Assessment	226	8
Other (explain):		
NONE		9
Total payments and other debits	26,333	
Balance end of year	0	

INTEREST ACCRUED (ACCT. 237)

1. Report below interest accrued on each utility obligation.
2. Report Customer Deposits under Account 231.

Description of Issue (a)	Interest Accrued Balance First of Year (b)	Interest Accrued During Year (c)	Interest Paid During Year (d)	Interest Accrued Balance End of Year (e)	
Bonds (221)					
WWTP Mortg Rev Bonds	0			0	1
Rev Refunding bonds	15,021	81,152	83,440	12,733	2
Subtotal	15,021	81,152	83,440	12,733	
Advances from Municipality (223)					
State Trust fund loan	0			0	3
Note Payable - Baylake Bank	743	11,139	10,290	1,592	4
Subtotal	743	11,139	10,290	1,592	
Other long-Term Debt (224)					
NOTE PAYABLE - BAYLAKE STATE BANK	0	21,383	20,541	842	5
Subtotal	0	21,383	20,541	842	
Notes Payable (231)					
NONE	0			0	6
Subtotal	0	0	0	0	
Total	15,764	113,674	114,271	15,167	

CONTRIBUTIONS IN AID OF CONSTRUCTION (ACCOUNT 271)

Particulars (a)	Water (b)	Electric		Sewer (e)	Gas (f)	Total (g)	
		Distribution (c)	Other (d)				
Balance First of Year	1,930,872	0	0	5,712,637	0	7,643,509	1
Add credits during year:							
For Services	680					680	2
For Mains	32,194					32,194	3
Other (specify):							
OTHER MUNICIPALITIES				61,612		61,612	4
HYDRANTS	2,600					2,600	5
COLLECTION MAINS				23,270		23,270	6
CONNECTION CHARGES				23,250		23,250	7
Deduct charges (specify):							
AMORTIZATION				96,900		96,900	8
Balance End of Year	1,966,346	0	0	5,723,869	0	7,690,215	
Amount of federal and state grants in aid received for utility construction included in End of Year totals						0	9

BALANCE SHEET END-OF-YEAR ACCOUNT BALANCES

Report each item (when individually or when like items are combined) greater than \$10,000 (class AB), \$5,000 (class C) and \$2,000 (class D) and all other lesser amounts grouped as Miscellaneous. Describe fully using other than account titles.

Particulars (a)	Balance End of Year (b)	
Investment in Municipality (123):		
NONE		1
Total (Acct. 123):	0	
Other Investments (124):		
SPECIAL ASSESSMENTS	245,887	2
Total (Acct. 124):	245,887	
Special Funds (125):		
RESTRICTED CASH AND INVESTMENTS	788,637	3
Total (Acct. 125):	788,637	
Notes Receivable (141):		
NONE		4
Total (Acct. 141):	0	
Customer Accounts Receivable (142):		
Water	33,891	5
Electric		6
Sewer (Regulated)		7
Other (specify):		
NONE		8
Total (Acct. 142):	33,891	
Other Accounts Receivable (143):		
Sewer (Non-regulated)	52,426	9
Merchandising, jobbing and contract work		10
Other (specify):		
HOLDING TANKS AND MISCELLANEOUS	12,463	11
Total (Acct. 143):	64,889	
Receivables from Municipality (145):		
SPECIAL ASSESSEMENTS AND DELINQUENT UTILITY ON TAX ROLL	59,148	12
Total (Acct. 145):	59,148	
Prepayments (165):		
NONE		13
Total (Acct. 165):	0	
Extraordinary Property Losses (182):		
NONE		14
Total (Acct. 182):	0	
Other Deferred Debits (183):		
NONE		15
Total (Acct. 183):	0	

BALANCE SHEET END-OF-YEAR ACCOUNT BALANCES

Report each item (when individually or when like items are combined) greater than \$10,000 (class AB), \$5,000 (class C) and \$2,000 (class D) and all other lesser amounts grouped as Miscellaneous. Describe fully using other than account titles.

Particulars (a)	Balance End of Year (b)	
Payables to Municipality (233):		
NONE		16
Total (Acct. 233):	0	
Other Deferred Credits (253):		
AMOUNT HELD FROM VARIOUS MUNICIPALITIES FOR FUTURE DEBT PAYMENTS	38,574	17
Total (Acct. 253):	38,574	

RETURN ON RATE BASE COMPUTATION

1. The data used in calculating rate base are averages.
2. Calculate those averages by summing the first-of-year and the end-of-year figures for each account and then dividing the sum by two.
3. Note: Do not include property held for future use or construction work in progress with utility plant in service. These are not rate base components.

Average Rate Base (a)	Water (b)	Electric (c)	Sewer (d)	Gas (e)	Total (f)	
Add Average:						
Utility Plant in Service	3,322,091	0	0	0	3,322,091	1
Materials and Supplies	11,488	0	0	0	11,488	2
Other (specify):					0	3
Less Average:						
Reserve for Depreciation	587,124	0	0	0	587,124	4
Customer Advances for Construction					0	5
Contributions in Aid of Construction	1,948,609	0	0	0	1,948,609	6
Other (specify):					0	7
Average Net Rate Base	797,846	0	0	0	797,846	
Net Operating Income	(3,739)	0	0	0	(3,739)	8
Net Operating Income as a percent of						
Average Net Rate Base	-0.47%	N/A	N/A	N/A	-0.47%	

RETURN ON PROPRIETARY CAPITAL COMPUTATION

1. The data used in calculating proprietary capital are averages.
2. Calculate those averages by summing the first-of-year and end-of-year figures for each account and then dividing by two.

Description (a)	Amount (b)	
Average Proprietary Capital		
Capital Paid in by Municipality	1,015,823	1
Appropriated Earned Surplus	339,905	2
Unappropriated Earned Surplus	(456,191)	3
Other (Specify):		4
Total Average Proprietary Capital	899,537	
Net Income		
Net Income	(252,417)	5
Percent Return on Proprietary Capital	-28.06%	

IMPORTANT CHANGES DURING THE YEAR

Report changes of any of the following types:

1. Acquisitions.

NONE

2. Leaseholder changes.

3. Extensions of service.

4. Estimated changes in revenues due to rate changes.

5. Obligations incurred or assumed, excluding commercial paper.

6. Formal proceedings with the Public Service Commission.

7. Any additional matters.

FINANCIAL SECTION FOOTNOTES

Accumulated Provision for Depreciation and Amortization of Utility Plant (Acct. 110) (Page F-07)

The Water Utility does not allocate a portion of the Tax Equivalent Payment since the Municipality waives the payment.

FINANCIAL SECTION FOOTNOTES

Identification and Ownership - Contacts (Page iv)

-----Original Message-----

From: McMahonJ@schencksolutions.com [mailto:McMahonJ@schencksolutions.com]

Sent: Wednesday, October 09, 2002 6:47 AM

To: Leege, Peter PSC

Cc: plang_admin@dcwis.com

Subject: Sister Bay Water and Sewer Utility

Dear Mr. Leege:

The following is a response to the three items from your analytical review of the Sister Bay Water and Sewer Utility.

1. The following journal entry and adjustment will be made to the Utilities G/L and PSC report for year ending 12/31/2002 to correct the amount added to the Well Account (314).

Account 314	(394,811)
Account 321	169,862
Account 325	145,752
Account 328	61,711
Account 343	15,507
Account 379	1,979

2. Account 686 was higher in 2001 due to large increases in insurance premiums. This has been typical for many municipalities and will be explained in 2002 should this occur again.

3. In the previous year, the Utility reported three 2 inch meters and one 1.5 inch meter. The change was to correct this reporting. The numbers should have been reversed. Three 1.5 inch meters and one 2 inch meter.

If you have any questions, please contact me at the number below.

Sincerely,

Jay McMahon, CPA
Schenck Government and Not-For-Profit Solutions
(920) 455-4265
mcmahonj@schencksolutions.com

September 9, 2002

Ms. Pam Lang, Utilities Clerk
Sister Bay Water & Sewer Utility
P.O. Box 655
Sister Bay, WI 54234-0655

2001 Analytical Review DWCCA-5500-PJL

FINANCIAL SECTION FOOTNOTES

Dear Ms. Lang:

The Public Service Commission (Commission) staff has completed its analytical review of your utility's 2001 annual report. The primary purpose of the analytical review is to detect possible reporting or accounting related errors and also to identify significant fluctuations from prior years' data that are not sufficiently explained in the annual report. The analytical review did identify the following issues:

1. The \$509,881 total cost of new well number 3 was charged to Account 314, Wells and Springs. This is not in compliance with the Uniform System of Accounts, because the cost of the building and equipment installed as part of the project should be charged to the appropriate accounts rather than to Account 314. We strongly recommend that the consulting engineer for this project be contacted to determine a more accurate cost breakdown and then a correcting adjustment should be made. The necessary adjustment should be determined and recorded as soon as possible so that the utility's next application to increase rates will not be delayed. A proper allocation of costs is required for the cost of service study which is an integral part of a rate case. Also, if the water utility plant accounts are accurately stated then the computation of depreciation expense will more accurately reflect the exhaustion of service life for the related plant assets. If you have any questions with regard to this matter, please contact James Luckow of our staff at (608) 266 1282.

2. As directed in the head notes of the Water Operation & Maintenance Expenses schedule on page W-5, please provide an explanation of the change in Account 686, Employees Pensions and Benefits when compared to the previous year and follow this procedure in the future.

3. As directed in the warning generated when making changes to the Meters schedule on page W 17, please provide an explanation of the 2 inch meter reported as residential and follow this procedure in the future.

Responding to the questions posed from the analytical review does not preclude you from possibly receiving other inquiries from our office regarding your annual report in the future: for instance, during a rate case, construction authorization, or other Commission reviews.

We appreciate your cooperation in providing the above information. If you have any questions, please feel free to contact me at (608) 267-9198. Please respond within 30 days of this letter. We prefer that you

respond by e-mail if it is convenient for you to do so. My e-mail address is peter.leege@psc.state.wi.us. If we have no questions regarding your response, you can consider the review closed.

Sincerely,

Peter J. Leege
Financial Specialist
Division of Water, Compliance, and Consumer Affairs

FINANCIAL SECTION FOOTNOTES

PJL:dwh:w:\compl\Analytical Reviews\2001 analytical review letters\5500
Sister Bay.doc

WATER OPERATING REVENUES & EXPENSES

Particulars (a)		Amounts (b)	
Operating Revenues			
Sales of Water			
Sales of Water (460-467)		190,137	1
Total Sales of Water		190,137	
Other Operating Revenues			
Forfeited Discounts (470)		370	2
Other Water Revenues (474)		10,025	3
Amortization of Construction Grants (475)		0	4
Total Other Operating Revenues		10,395	
Total Operating Revenues		200,532	
Operation and Maintenance Expenses			
Plant Operation and Maintenance Expenses (600-660)		82,381	5
General Operating Expenses (680-690)		35,814	6
Total Operation and Maintenance Expenses		118,195	
Other Operating Expenses			
Depreciation Expense (403)		59,606	7
Amortization Expense (404)			8
Taxes (408)		26,470	9
Total Other Operating Expenses		86,076	
Total Operating Expenses		204,271	
NET OPERATING INCOME		(3,739)	

WATER OPERATING REVENUES - SALES OF WATER

1. Where customer meters record cubic feet, multiply by 7.48 to obtain number of gallons.
2. Report estimated gallons for unmetered sales.
3. Sales to multiple dwelling buildings through a single meter serving 3 or more family units should be classified commercial.
4. Account 460, Unmetered Sales to General Customers - Gallons of Water Sold should not include in any way quantity of water, i.e. metered, or measured by tank or pool volume. The quantity should be estimated based on size of pipe, flow, foot of frontage, etc. Bulk water sales should be Account 460 if the quantity is estimated and should be Account 461 if metered or measured by volume. Water related to construction should be a measured sale of water (either Account 461 or Account 464).
5. Other accounts: see application Help files for details.

Particulars (a)	Average No. Customers (b)	Thousands of Gallons of Water Sold (c)	Amounts (d)	
Operating Revenues				
Sales of Water				
Unmetered Sales to General Customers (460)				
Residential				1
Commercial	5	164	197	2
Industrial				3
Total Unmetered Sales to General Customers (460)	5	164	197	
Metered Sales to General Customers (461)				
Residential	696	23,745	83,584	4
Commercial	175	31,698	56,845	5
Industrial				6
Total Metered Sales to General Customers (461)	871	55,443	140,429	
Private Fire Protection Service (462)	1		1,310	7
Public Fire Protection Service (463)	1		39,758	8
Other Sales to Public Authorities (464)	12	8,182	8,443	9
Sales to Irrigation Customers (465)				10
Sales for Resale (466)		0	0	11
Interdepartmental Sales (467)				12
Total Sales of Water	890	63,789	190,137	

SALES FOR RESALE (ACCT. 466)

Use a separate line for each delivery point.

Customer Name (a)	Point of Delivery (b)	Thousands of Gallons Sold (c)	Revenues (d)
------------------------------------	--	--	-------------------------------

NONE

OTHER OPERATING REVENUES (WATER)

1. Report revenues relating to each account and fully describe each item using other than the account title.
2. Report each item (when individually or when like items are combined) greater than \$10,000 (class AB), \$5,000 (class C) and \$2,000 (class D and privates) and all other lesser amounts grouped as Miscellaneous.
3. For a combined utility which also provides sewer service that is based upon water readings, report the return on net investment in meters charged to sewer department in Other Water Revenues (474).

Particulars (a)	Amount (b)	
Public Fire Protection Service (463):		
Amount billed (usually per rate schedule F-1 or Fd-1)	36,758	1
Wholesale fire protection billed	3,000	2
Amount billed for fighting fires outside utility's service areas (usually per rate schedule F-2 or BW-1)		3
Other (specify):		
NONE		4
Total Public Fire Protection Service (463)	39,758	
Forfeited Discounts (470):		
Customer late payment charges	370	5
Other (specify):		
NONE		6
Total Forfeited Discounts (470)	370	
Other Water Revenues (474):		
Return on net investment in meters charged to sewer department	1,734	7
Other (specify):		
ADMIN CHARGE TO LIBERTY GROVE SANITARY DISTRICT	1,981	8
LABOR CHARGE TO LIBERTY GROVE SANITARY DISTRICT	3,223	9
RECONNECT CHARGES	2,587	10
MISCELLANEOUS	500	11
Total Other Water Revenues (474)	10,025	
Amortization of Construction Grants (475):		
NONE		12
Total Amortization of Construction Grants (475)	0	

WATER OPERATION & MAINTENANCE EXPENSES

Each expense account that has an increase or a decrease when compared to the previous year of greater than 30 percent, but not less than \$2,000, shall be fully explained in the schedule footnotes.

Particulars (a)	Amount (b)	
PLANT OPERATION AND MAINTENANCE EXPENSES		
Salaries and Wages (600)	39,994	1
Purchased Water (610)		2
Fuel or Power Purchased for Pumping (620)	11,491	3
Chemicals (630)		4
Supplies and Expenses (640)	17,527	5
Repairs of Water Plant (650)	11,393	6
Transportation Expenses (660)	1,976	7
Total Plant Operation and Maintenance Expenses	82,381	
GENERAL OPERATING EXPENSES		
Administrative and General Salaries (680)	4,476	8
Office Supplies and Expenses (681)	6,119	9
Outside Services Employed (682)	4,151	10
Insurance Expense (684)	4,633	11
Employees Pensions and Benefits (686)	14,721	12
Regulatory Commission Expenses (688)		13
Miscellaneous General Expenses (689)	1,714	14
Uncollectible Accounts (690)		15
Total General Operating Expenses	35,814	
Total Operation and Maintenance Expenses	118,195	

TAXES (ACCT. 408 - WATER)

When allocation of taxes is made between departments, explain method used.
--

Description of Tax (a)	Method Used to Allocate Between Departments (b)	Amount (c)	
Property Tax Equivalent		23,137	1
Less: Local and School Tax Equivalent on Meters Charged to Sewer Department			2
Net property tax equivalent		23,137	
Social Security		3,107	3
PSC Remainder Assessment		226	4
Other (specify): NONE			5
Total tax expense		26,470	

PROPERTY TAX EQUIVALENT (WATER)

1. No property tax equivalent shall be determined for sewer utilities or town sanitary district water utilities.
2. Tax rates are those issued in November (usually) of the year being reported and are available from the municipal treasurer. Report the tax rates in mills to six (6) decimal places.
3. The assessment ratio is available from the municipal treasurer. Report the ratio as a decimal to six (6) places.
4. The utility plant balance first of year should include the gross book values of plant in service, property held for future use and construction work in progress.
5. An "other tax rate" is included in the "Net Local and School Tax Rate Calculation" to the extent that it is local. An example is a local library tax. Fully explain the rate in the Property Tax Equivalent schedule footnotes.
6. The Property Tax Equivalent to be reported for the year is determined pursuant to Wis. Stat § 66.0811(2). Report the higher of the current year calculation or the tax equivalent reported in the 1994 PSC annual report, unless, the municipality has authorized a lower amount, then that amount is reported as the property tax equivalent.
7. If the municipality has authorized a lower amount, the authorization description and date of the authorization must be reported in the Property Tax Equivalent schedule footnotes.

Particulars (a)	Units (b)	Total (c)	County A (d)	County B (e)	County C (f)	County D (g)	
County name			Door				1
SUMMARY OF TAX RATES							2
State tax rate	mills		0.211085				3
County tax rate	mills		4.392877				4
Local tax rate	mills		4.268886				5
School tax rate	mills		3.073633				6
Voc. school tax rate	mills		1.710919				7
Other tax rate - Local	mills		0.000000				8
Other tax rate - Non-Local	mills		0.000000				9
Total tax rate	mills		13.657400				10
Less: state credit	mills		0.479318				11
Net tax rate	mills		13.178082				12
PROPERTY TAX EQUIVALENT CALCULATION							13
Local Tax Rate	mills		4.268886				14
Combined School Tax Rate	mills		4.784552				15
Other Tax Rate - Local	mills		0.000000				16
Total Local & School Tax	mills		9.053438				17
Total Tax Rate	mills		13.657400				18
Ratio of Local and School Tax to Total	dec.		0.662896				19
Total tax net of state credit	mills		13.178082				20
Net Local and School Tax Rate	mills		8.735700				21
Utility Plant, Jan. 1	\$	3,028,976	3,028,976				22
Materials & Supplies	\$	10,536	10,536				23
Subtotal	\$	3,039,512	3,039,512				24
Less: Plant Outside Limits	\$	0	0				25
Taxable Assets	\$	3,039,512	3,039,512				26
Assessment Ratio	dec.		0.947485				27
Assessed Value	\$	2,879,892	2,879,892				28
Net Local & School Rate	mills		8.735700				29
Tax Equiv. Computed for Current Year	\$	25,158	25,158				30
Tax Equivalent per 1994 PSC Report	\$	23,137					31
Any lower tax equivalent as authorized by municipality (see note 6)	\$	23,137					32
Tax equiv. for current year (see note 6)	\$	23,137					34

WATER UTILITY PLANT IN SERVICE

1. All adjustments, corrections and reclassifications should be reported in Column (f), Adjustments.
2. Explain fully as a schedule footnote the nature of all entries reported in Column (f), Adjustments.
3. Explain as a schedule footnote the dollar additions and retirements reported in Columns (c) and (e) for each account over \$10,000 not supported by statistical schedules.
4. Use only the account titles listed. If the utility has subaccounts other than account 372.1, combine them into one total and detail by subaccount as a schedule footnote.

Accounts (a)	Balance First of Year (b)	Additions During Year (c)	
INTANGIBLE PLANT			
Organization (301)	500		1
Franchises and Consents (302)	0		2
Miscellaneous Intangible Plant (303)	0		3
Total Intangible Plant	500	0	
SOURCE OF SUPPLY PLANT			
Land and Land Rights (310)	0		4
Structures and Improvements (311)	0		5
Collecting and Impounding Reservoirs (312)	0		6
Lake, River and Other Intakes (313)	0		7
Wells and Springs (314)	17,849	509,881	8
Infiltration Galleries and Tunnels (315)	0		9
Supply Mains (316)	0		10
Other Water Source Plant (317)	0		11
Total Source of Supply Plant	17,849	509,881	
PUMPING PLANT			
Land and Land Rights (320)	3,000		12
Structures and Improvements (321)	60,231		13
Boiler Plant Equipment (322)	0		14
Other Power Production Equipment (323)	0		15
Steam Pumping Equipment (324)	0		16
Electric Pumping Equipment (325)	45,194	10,348	17
Diesel Pumping Equipment (326)	0		18
Hydraulic Pumping Equipment (327)	0		19
Other Pumping Equipment (328)	6,682		20
Total Pumping Plant	115,107	10,348	
WATER TREATMENT PLANT			
Land and Land Rights (330)	0		21
Structures and Improvements (331)	0		22
Water Treatment Equipment (332)	21,437		23
Total Water Treatment Plant	21,437	0	
TRANSMISSION AND DISTRIBUTION PLANT			
Land and Land Rights (340)	500		24
Structures and Improvements (341)	0		25

WATER UTILITY PLANT IN SERVICE (cont.)

Accounts (d)	Retirements During Year (e)	Adjustments Increase or (Decrease) (f)	Balance End of Year (g)	
INTANGIBLE PLANT				
Organization (301)			500	1
Franchises and Consents (302)			0	2
Miscellaneous Intangible Plant (303)			0	3
Total Intangible Plant	0	0	500	
SOURCE OF SUPPLY PLANT				
Land and Land Rights (310)			0	4
Structures and Improvements (311)			0	5
Collecting and Impounding Reservoirs (312)			0	6
Lake, River and Other Intakes (313)			0	7
Wells and Springs (314)			527,730	8
Infiltration Galleries and Tunnels (315)			0	9
Supply Mains (316)			0	10
Other Water Source Plant (317)			0	11
Total Source of Supply Plant	0	0	527,730	
PUMPING PLANT				
Land and Land Rights (320)			3,000	12
Structures and Improvements (321)			60,231	13
Boiler Plant Equipment (322)			0	14
Other Power Production Equipment (323)			0	15
Steam Pumping Equipment (324)			0	16
Electric Pumping Equipment (325)		1	55,543	17
Diesel Pumping Equipment (326)			0	18
Hydraulic Pumping Equipment (327)			0	19
Other Pumping Equipment (328)			6,682	20
Total Pumping Plant	0	1	125,456	
WATER TREATMENT PLANT				
Land and Land Rights (330)			0	21
Structures and Improvements (331)			0	22
Water Treatment Equipment (332)			21,437	23
Total Water Treatment Plant	0	0	21,437	
TRANSMISSION AND DISTRIBUTION PLANT				
Land and Land Rights (340)			500	24
Structures and Improvements (341)			0	25

WATER UTILITY PLANT IN SERVICE

1. All adjustments, corrections and reclassifications should be reported in Column (f), Adjustments.
2. Explain fully as a schedule footnote the nature of all entries reported in Column (f), Adjustments.
3. Explain as a schedule footnote the dollar additions and retirements reported in Columns (c) and (e) for each account over \$10,000 not supported by statistical schedules.
4. Use only the account titles listed. If the utility has subaccounts other than account 372.1, combine them into one total and detail by subaccount as a schedule footnote.

Accounts (a)	Balance First of Year (b)	Additions During Year (c)	
TRANSMISSION AND DISTRIBUTION PLANT			
Distribution Reservoirs and Standpipes (342)	501,909		26
Transmission and Distribution Mains (343)	1,819,433	32,610	27
Fire Mains (344)	0		28
Services (345)	233,242	680	29
Meters (346)	75,674	3,312	30
Hydrants (348)	183,162	2,600	31
Other Transmission and Distribution Plant (349)	0		32
Total Transmission and Distribution Plant	2,813,920	39,202	
GENERAL PLANT			
Land and Land Rights (370)	0		33
Structures and Improvements (371)	0		34
Office Furniture and Equipment (372)	1,160		35
Computer Equipment (372.1)	42,629	3,639	36
Transportation Equipment (373)	14,482	24,111	37
Other General Equipment (379)	1,890		38
Other Tangible Property (390)	0		39
Total General Plant	60,161	27,750	
Total utility plant in service directly assignable	3,028,974	587,181	
Common Utility Plant Allocated to Water Department	0		40
Total utility plant in service	3,028,974	587,181	

WATER UTILITY PLANT IN SERVICE (cont.)

Accounts (d)	Retirements During Year (e)	Adjustments Increase or (Decrease) (f)	Balance End of Year (g)	
TRANSMISSION AND DISTRIBUTION PLANT				
Distribution Reservoirs and Standpipes (342)			501,909	26
Transmission and Distribution Mains (343)			1,852,043	27
Fire Mains (344)			0	28
Services (345)		3,000	236,922	29
Meters (346)	947	(3,000)	75,039	30
Hydrants (348)			185,762	31
Other Transmission and Distribution Plant (349)			0	32
Total Transmission and Distribution Plant	947	0	2,852,175	
GENERAL PLANT				
Land and Land Rights (370)			0	33
Structures and Improvements (371)			0	34
Office Furniture and Equipment (372)			1,160	35
Computer Equipment (372.1)			46,268	36
Transportation Equipment (373)			38,593	37
Other General Equipment (379)			1,890	38
Other Tangible Property (390)			0	39
Total General Plant	0	0	87,911	
Total utility plant in service directly assignable	947	1	3,615,209	
Common Utility Plant Allocated to Water Department			0	40
Total utility plant in service	947	1	3,615,209	

SOURCE OF SUPPLY, PUMPING AND PURCHASED WATER STATISTICS

Expanded definitions of the three types of accounted-for water reported on this schedule are included in the schedule Help and in the Reference Manual Schedule Reference Sheet.

Month (a)	Sources of Water Supply			Total Gallons All Methods (000's) (e)	
	Purchased Water Gallons (000's) (b)	Surface Water Gallons (000's) (c)	Ground Water Gallons (000's) (d)		
January			4,402	4,402	1
February			4,061	4,061	2
March			4,005	4,005	3
April			4,695	4,695	4
May			4,898	4,898	5
June			7,203	7,203	6
July			12,920	12,920	7
August			11,820	11,820	8
September			6,697	6,697	9
October			6,120	6,120	10
November			3,586	3,586	11
December			3,499	3,499	12
Total annual pumpage	0	0	73,906	73,906	
Less: Water sold				63,789	13
Volume pumped but not sold				10,117	14
Volume sold as a percent of volume pumped				86%	15
Volume used for water production, water quality and system maintenance				1,792	16
Volume related to equipment/system malfunction					17
Non-utility volume NOT included in water sales					18
Total volume not sold but accounted for				1,792	19
Volume pumped but unaccounted for				8,325	20
Percent of water lost				11%	21
If more than 25%, indicate causes and state what action has been taken to reduce water loss:					22
Maximum gallons pumped by all methods in any one day during reporting year (000 gal.)				614	23
Date of maximum: 8/6/2001					24
Cause of maximum:					25
Hot summer - Lawn Watering					
Minimum gallons pumped by all methods in any one day during reporting year (000 gal.)				87	26
Date of minimum: 5/8/2001					27
Total KWH used for pumping for the year				162,388	28
If water is purchased: Vendor Name:					29
Point of Delivery:					30

SOURCES OF WATER SUPPLY - GROUND WATERS

Location (a)	Identification Number (b)	Depth in feet (c)	Well Diameter in inches (d)	Yield Per Day in gallons (e)	Currently In Service? (f)	
225 SCANDIA	#1	208	6	540,000	Yes	1
HWY 57	#2	305	6	530,000	Yes	2
HILL RD	#3	262	6	540,000	Yes	3

SOURCES OF WATER SUPPLY - SURFACE WATERS

Location (a)	Intakes			
	Identification Number (b)	Distance From Shore in feet (c)	Depth Below Surface in feet (d)	Diameter in inches (e)
NONE				

1

PUMPING & POWER EQUIPMENT

1. Use a separate column for each pump.
2. Indicate purpose of pump by: P for primary (from source to reservoir, treatment or distribution system), B for booster (from reservoir or treatment to distribution system, or within distribution system), or S for standby pumping equipment.
3. Indicate destination (of water pumped) by: R for reservoir, T for treatment or D for distribution system.

Particulars (a)	Unit A (b)	Unit B (c)	Unit C (d)	
Identification	WELL #1	WELL #2	WELL #3	1
Location	PUMP HOUSE	PUMP HOUSE	HILL RD	2
Purpose	P	P	P	3
Destination	D	D	D	4
Pump Manufacturer	WESTINGHOUSE	WESTINGHOUSE	PEERLESS	5
Year Installed	1973	1973	2001	6
Type	VERTICAL TURBINE	VERTICAL TURBINE	VERTICAL TURBINE	7
Actual Capacity (gpm)	500	500	460	8
Pump Motor or Standby Engine Mfr	ONAN	ONAN	ONAN	9
Year Installed	1989	1994	2001	10
Type	ELECTRIC	ELECTRIC	ELECTRIC	11
Horsepower	40	30	50	12

Particulars (a)	Unit D (b)	Unit E (c)	Unit F (d)	
Identification				14
Location				15
Purpose				16
Destination				17
Pump Manufacturer				18
Year Installed				19
Type				20
Actual Capacity (gpm)				21
Pump Motor or Standby Engine Mfr				22
Year Installed				23
Type				24
Horsepower				25

RESERVOIRS, STANDPIPES & WATER TREATMENT

1. Identify as R (reservoir), S (standpipe) & ET (elevated tank).
2. Use a separate column for each using additional copies if necessary.
3. Enter elevation difference between highest water level in S or ET, (or R only on an elevated site) and the water main where the connection to the storage begins branching into the distribution system.

Particulars (a)	Unit A (b)	Unit B (c)	Unit C (d)
Identification number or name	#1	#2	1
RESERVOIRS, STANDPIPES			2
OR ELEVATED TANKS			3
Type: R (reservoir), S (standpipe) or ET (elevated tank)	S	ET	4
Year constructed	1972	1996	5
Primary material (earthen, steel, concrete, other)	STEEL	STEEL	6
Elevation difference in feet (See Headnote 3.)	48	140	7
Total capacity in gallons (actual)	100,000	150,000	8
WATER TREATMENT PLANT			9
Disinfection, type of equipment (gas, liquid, powder, other)			10
Points of application (wellhouse, central facilities, booster station, other)			11
Filters, type (gravity, pressure, other, none)			12
Rated capacity of filter plant (m.g.d.) (note: 1,200,000 gal/day = 1.2 m.g.d.)			13
Is a corrosion control chemical used (yes, no)?			14
Is water fluoridated (yes, no)?			15

WATER MAINS

1. Report mains separately by pipe material, function, diameter and either within or outside the municipal boundaries.
2. Identify pipe material as: L (Lead), M (Metal for all other metal excluding lead), A (Asbestos-cement), or P (Plastic for plastic and all other non-metal excluding asbestos-cement).
3. Identify function as: T (Transmission), D (Distribution) or S (Supply).
4. Explain all reported adjustments as a schedule footnote.
5. For main additions reported in column (e), as a schedule footnote:
 - a. Explain how the additions were financed.
 - b. If assessed against property owners, explain the basis of the assessments.
 - c. If the assessments are deferred, explain.

Number of Feet							
Pipe Material (a)	Main Function (b)	Diameter in Inches (c)	First of Year (d)	Added During Year (e)	Retired During Year (f)	Adjustments Increase or (Decrease) (g)	End of Year (h)
M	D	6.000	11,367	145	0	0	11,512
M	D	8.000	64,329	658	0	0	64,987
M	D	10.000	480	0	0	0	480
M	D	12.000	2,269	0	0	0	2,269
Total Within Municipality			78,445	803	0	0	79,248
Total Utility			78,445	803	0	0	79,248

1
2
3
4

WATER SERVICES

1. Explain all reported adjustments as a schedule footnote.
2. Report in column (h) the number of utility-owned services included in columns (c) through (g) which are temporarily shut off at the curb box or otherwise not in use at end of year.
3. For services added during the year in column (d), as a schedule footnote:
 - a. Explain how the additions were financed.
 - b. If assessed against property owners, explain the basis of the assessments.
 - c. If installed by a property owner or developer, explain the basis of recording the cost of the additions, the total amount and the number of services recorded under this method.
 - d. If any were financed by application of Cz-1, provide the total amount recorded and the number of services recorded under this method.
4. Report services separately by pipe material and diameter.
5. Identify pipe material as: L (Lead), M (Metal for all other metal excluding lead), A (Asbestos-cement) or P (Plastic for plastic and all other non-metal excluding asbestos-cement).

Pipe Material (a)	Diameter in Inches (b)	First of Year (c)	Added During Year (d)	Removed or Permanently Disconnected During Year (e)	Adjustments Increase or (Decrease) (f)	End of Year (g)	Utility Owned Services Not In Use at End of Year (h)	
M	0.750	243	0	0	0	243		1
M	1.000	262	0	0	0	262		2
M	1.250	17	0	0	0	17		3
M	1.500	73	0	0	0	73		4
M	2.000	52	0	0	0	52		5
M	4.000	16	0	0	0	16		6
M	6.000	5	1	0	0	6		7
M	8.000	3	0	0	0	3		8
Total Utility		671	1	0	0	672	0	

METERS

1. Include in Columns (b), (c), (d), (e) and (f) meters in stock as well as those in service.
2. Report in Column (c) all meters purchased during the year and in Column (d) all meters junked, sold or otherwise permanently retired during the year.
3. Use Column (e) to show correction to previously reported meter count because of inventory or property record corrections.
4. Totals by size in Column (f) should equal same size totals in Column (o).
5. Explain all reported adjustments as a schedule footnote.

Number of Utility-Owned Meters

Size of Meter (a)	First of Year (b)	Added During Year (c)	Retired During Year (d)	Adjustments Increase or (Decrease) (e)	End of Year (f)	Tested During Year (g)	
0.625	277	0	4	(5)	268	1	1
0.750	564	36	1	(2)	597	27	2
1.000	43	3	2	(1)	43	1	3
1.250	0	0	0	0	0	0	4
1.500	18	0	0	2	20	2	5
2.000	27	1	1	(3)	24	5	6
3.000	3	0	0	0	3	0	7
Total:	932	40	8	(9)	955	36	

Classification of All Meters at End of Year by Customers

Size of Meter (h)	Residential (i)	Commercial (j)	Industrial (k)	Public Authority (l)	Wholesale, Inter-Department or Utility Use (m)	In Stock and Deduct Meters (n)	Total (o)	
0.625	194	55	0	3	0	16	268	1
0.750	486	61	0	4	0	46	597	2
1.000	12	25	0	3	0	3	43	3
1.250	0	0	0	0	0	0	0	4
1.500	3	14	0	0	0	3	20	5
2.000	1	17	0	2	0	4	24	6
3.000	0	3	0	0	0	0	3	7
Total:	696	175	0	12	0	72	955	

HYDRANTS AND DISTRIBUTION SYSTEM VALVES

1. Distinguish between fire and flushing hydrants by lead size.
 - a. Fire hydrants normally have a lead size of 6 inches or greater.
 - b. Record as a flushing hydrant where the lead size is less than 6 inches or if pressure is inadequate to provide fire flow.
2. Explain all reported adjustments in the schedule footnotes.
3. Report fire hydrants as within or outside the municipal boundaries.

Hydrant Type (a)	Number In Service First of Year (b)	Added During Year (c)	Removed During Year (d)	Adjustments Increase or (Decrease) (e)	Number In Service End of Year (f)	
Fire Hydrants						
Outside of Municipality	0				0	1
Within Municipality	166	2			168	2
Total Fire Hydrants	166	2	0	0	168	
Flushing Hydrants						
	0				0	3
Total Flushing Hydrants	0	0	0	0	0	

NR811.08(5) recommends that a schedule shall be adopted and followed for operating each system valve and hydrant at least once each two years. Please provide the number operated during the year

Number of hydrants operated during year:	168
Number of distribution system valves end of year:	228
Number of distribution valves operated during year:	228

WATER OPERATING SECTION FOOTNOTES

Water Operation & Maintenance Expenses (Page W-05)

Per review response:

Account 686 was higher in 2001 due to large increases in insurance premiums. This has been typical for many municipalities and will be explained in 2002 should this occur again.

Taxes (Acct. 408 - Water) (Page W-06)

Water Utility does not charge the Sewer Utility for Property Tax Equivalent since the tax is waived by the Municipality.

Property Tax Equivalent (Water) (Page W-07)

The Property Tax Equivalent amount is waived by the Municipality thus lower 1994 was authorized by the Municipality and waived.

Water Utility Plant in Service (Page W-08)

Adjustments are for error in prior year recording of services and meters.

(314) A new well (Well #3) was added to the system in 2001. The well was financed with debt proceeds.

(325) Rebuilt water pump in 2001 that extended the life of the asset and was capitalized.

\$1 adjustment was to adjust balance on PSC report to actual.

(345) Adjustment to services and meters for prior year recording error.

(346) Adjustment to services and meters for prior year recording error.

(373) The Utility purchased a new truck in 2001. The truck is shared by the Water and Sewer Utilities and the cost of the truck was split accordingly (2/3 Water and 1/3 Sewer).

Water Mains (Page W-15)

The Water Main added during 2001 was paid for by contractors and contributed to the Utility. No costs were assessed since the contractors were paid by the property owners.

Water Services (Page W-16)

The 6" service added in 2001 was paid for by the property owner and contributed to the Utility. The costs added the the plant were the actual costs incurred by the contractor and paid by the property owner.

Meters (Page W-17)

Adjustments were made to record total number of meters to actual count.
